

Instructions for emailing an MRC

I use the following free programs:

PrimoPDF www.primopdf.com

Open Office www.openoffice.org

Open Office PDF Extention <http://extensions.services.openoffice.org/project/pdfimport>

Adobe Reader <http://get.adobe.com/reader/?promoid=BUIGO>

MARAC Logger

PrimoPDF will allow you to print your MRC to a PDF file instead of a printer. When the program installs it will also install a printer called PrimoPDF.

Open Office Draw will allow you to open and edit PDF files. Open Office also has a word processor, spreadsheet, database, and presentation programs very similar to Microsoft Office.

You will want to download and install these packages or use other programs you might be familiar with. Adobe Acrobat is another option and there are many others that will work. If you are computer savvy and have a better or similar solution please share!

You will also need to have a scan of your signature. For this you will need to have a scanner. Most multifunction printers today will allow you to scan. Here is a link that will assist you.

<http://www.pcmag.com/article2/0,2817,1204832,00.asp>. If you need more help try Google.

The process to create an MRC in PDF form is fairly simple. Open Logger and go to Print MRC. Choose a contact you need to create an mrc for and create an mrc just like you have in the past. Click on the printer icon and choose PrimoPDF printer. Once that is done the PrimoPDF window will pop up. Click on the Print option. This is the line that has Screen, Ebook, Print, Prepress and Custom. Look for the post process pull down menu and choose Email PDF then Click Create PDF. Another window will pop up asking you where you want to save the file to and the name. I use my desktop for this but you can use any directory you wish. You might want to create a directory called MRCS. You can name the file anything you want but I would suggest using the callsign of the station you worked. Then press enter. The pdf file will be created and your mail program should open a new compose window with the mrc already attached. Just fill out the To: box and click send.

Verifying and adding your signature to an MRC received via Email.

This is a band aid approach until a smoother more user friendly option can be designed. You will want to confirm that the station you are emailing is willing to verify and sign the mrc in this manner. K1BV has confirmed that he will accept scanned mrc/qsls or signatures.

Option 1:

The first method is to print the pdf file and then sign the mrc, scan it back into your computer and then email it back to the sender. You must have a scanner for this method. From your email client save the pdf attachment, open the attachment and print it out. Once printed verify the contacts and sign the mrc. Scan the signed mrc and then email the scanned mrc back to the sender.

Option 2:

If you receive an Emailed mrc that you would like to verify, save the PDF attachment to your computer then Open Draw from within OpenOffice. There should be a shortcut on your desktop or look for it in your program files. Click file open and browse to where you have saved the mrc file above. If you did not install the extension you see pages with text and symbols. If you loaded the extension you will see the mrc.

Now click on insert, picture, from file, and find your previously scanned in signature and click open. Your signature image should be inserted on the page. You may re-size the signature to fit on the signature line and move it around by clicking on a corner and holding <shift> at the same time and dragging the mouse to make the signature larger or smaller. Holding the <shift> key down retains the aspect ratio of the signature so that it is not compressed or stretched. Once you are happy with the placement of the signature you can click file, export as PDF.

The export window will open. Click export and chose the where you want to save the newly modified MRC. If you get an error you probably have the file open with Adobe Reader. You can try saving under a different name or make sure that the MRC PDF file is not open by another program.

Once you have file saved you can reply to the sender and attach this new file. When the sender receives it they can print out the mrc for their file.

A request has been made to the MARAC Logger team to see if this is something that they might be able to tackle for us and make the entire process much easier and user friendly.

If you have any comments, additions or questions please email me at w0mu@w0mu.com.

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